

The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	903	11,007	11,910
DD/P	783	7,947	8,730
DD/S	218	8,122	8,340
DD/S (Compt.Grilled Area)	57	423	480
DD/I	227	7,273	7,500
DD/I (Grilled Area)	725	3,055	3,780
DCI	28	32	60
Map Negatives	<u>390</u>	<u>1,200</u>	<u>1,590</u>
TOTAL:	3,331	39,059	42,390

* This total includes 1,170 cubic feet of emergency shelving that has been erected in the Center.

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Report for Week Ending 30 April 1958
from [REDACTED]

25X1A9a

1. Contributions

(None)

2. Projects - Active

- a. Employee Suggestion PI 2856 - Draft of form for requesting CI clearance information submitted to [REDACTED] Desk for review. 25X1A6a
- b. 23 May IRAC Meeting - Developed announcement flier for distribution by GSA. I am getting biographic profiles on [REDACTED] and [REDACTED] 25X1A9a
- c. Program Promotion - Revised and brought up to date the poster "Save Safe Space" for display on shuttle buses. Will discuss it with Logistics Graphics this week.
- d. OCR/Document Division Sorting Rack - At the request of Mr. [REDACTED], Processing Branch/Document Division, am determining whether equipment to meet his needs is available at [REDACTED] or on the open market. 25X1A6a
- e. RMS Files - Completed revising the files according to the three major breakdowns: Administrative, Records Management, and Component Case Files.

3. Projects - Inactive

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- a. Graphics Register Film Index - Col. [REDACTED] advised that they will withhold securing the film index room pending move to the new building. The modification was not considered economically practical. Use of Simplex wheel and Roll-Dex equipment will be considered for the new building. Project is hereby cancelled.

4. News 25X1A9a

- a. [REDACTED] office has adopted our suggestion to use the new thermofax labels. 25X1A9a



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